



Steps to Success

Project Enterprise Checklist



Advisor: _____ Ext. _____
Case Manager: _____ Ext. _____

<input checked="" type="checkbox"/>	Required Assignments (check monthly calendar for class offerings)	Date	Advisor Sign-off
<input type="checkbox"/>	STS Welcome/Orientation/Establish schedule		
<input type="checkbox"/>	Master Application		
<input type="checkbox"/>	Voice Mail and proper voice mail message		
<input type="checkbox"/>	Email Account: _____@_____		
<input type="checkbox"/>	Resume		
<input type="checkbox"/>	Reference Sheet		
<input type="checkbox"/>	Childcare Resources (Primary and Backup Identified)		
<input type="checkbox"/>	Proper Identification (SSI #, Valid Picture Id)		
<input type="checkbox"/>	Interview Skills (only if assigned by P.E. instructor)		
<input type="checkbox"/>	Mental Health/Alcohol & Drug Awareness Screening (only if assigned by P.E. instructor)		
<input type="checkbox"/>	Learning Screen/ Questionnaire (only if assigned by P.E. instructor)		
<input type="checkbox"/>	CASAS (Basic Skills Test -only if assigned by P.E. instructor)		
<input checked="" type="checkbox"/>	Electives (choose a minimum of two electives)	Date	Advisor Sign-off
<input type="checkbox"/>	Career Exploration/Define Career Goal		
<input type="checkbox"/>	Perform duties of Project Lead or Classroom Asst. in P.E.		
<input type="checkbox"/>	Participated in 2 Off-Site Work Experiences during P.E.		
<input type="checkbox"/>	Cover letters and Thank you note		
<input type="checkbox"/>	Complete I-Match		
<input type="checkbox"/>	Other (to be determined by P.E. Site Supervisor)		
<input checked="" type="checkbox"/>	Required Competencies	Date	Advisor Sign-off
<input type="checkbox"/>	Displayed positive workplace behaviors		
<input type="checkbox"/>	Dress and hygiene appropriate for workplace		
<input type="checkbox"/>	Punctual; Maintained regular attendance		
<input type="checkbox"/>	Demonstrated concern for quality of work produced		
<input type="checkbox"/>	Interacted professionally with supervisors and co-workers		

Upon completion, please see your advisor to receive a certificate

(updated version = 5/10/07)

Office Use Only

Received by _____ Date _____ Client SS# _____